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MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL HELD ON 27 JUNE 2024 AT 7:00PM AT CULLOMPTON TOWN HALL

Present:

Councillors: E Buczkowski, J Buczkowski, R Dietrich, P James, M Kerlake, L Knight, C Matthews, S Robinson, T Spring (Chair), J Stanford.

Officers: Town Clerk, Deputy Clerk, Administrative Assistant

Others: Sophia Roper, Dominic Bennett, George Munn.

C24/021 Apologies for Absences. Apologies for absence were received and accepted from Councillors M Thompson.

C24/022 Declaration of Interest and Dispensations. The following Declarations of Interests were made:

1. Councillor S Robinson declared an ORI in Minute C24/028 as she is a Trustee of the John Tallack Centre where Youth Services are provided.

C24/023 Member Questions. The following member questions were asked:

1. Councillor J Stanford spoke to Councillor involvement in town events and suggested that there was insufficient publicity for them. *The Town Clerk stated that the Council could do better in this regard and would look at an updated Communication Strategy.*
2. Councillor J Stanford asked that the Councillor Teams diary is more extensively, not just meetings but other events happening in the town such as the Farmers' Market anniversary.

C24/024 Public Question Time. There were no public questions.

C24/025 Correspondence, Comments and Complaints. The reported comments and complaints were NOTED.

C24/026 Minutes. The Minutes of the Annual Meeting of Cullompton Town Council held on 23 May 2024 were adopted as a true and correct record of the meeting. They were signed as such.

C24/027 Town Clerk's Report. The Town Clerk's report was noted.

1. **RESOLVED** that existing Revenue budgets are used to fund the rent for The Hayridge Centre.
2. **RESOLVED** that a virement of £2,000 is made from the Gazebo and Equipment EMR to the Market budget line to fund the purchase of replacement gazebos.

C24/028 Youth Services Update. The update provided was NOTED.

C24/029 Play Area & Street Furniture Consultation Results. The report was NOTED.

1. **RESOLVED** to install a Youth Shelter at Meadow Lane, with funding transferred from an appropriate EMR to augment grant funding already held by the Town Team.
2. **RESOLVED** to install benches at Upcott Field, with funding transferred from an appropriate EMR.

C24/030 Play Park Update Report. The Play Area Update report presentation was NOTED.

C24/031 Events Update. The update report was NOTED, and it was:

RESOLVED that £5,000 is allocated from the Community Event budget line to fund a Summer Event.

C24/032 Cemetery Work Report. The update report was NOTED, and it was:

1. **RESOLVED** that the priority for Cemetery Path works are eastern side and then southern before paths into the northern part of the Cemetery.
2. **RESOLVED** that the preferred Cemetery Markers will be wooden post markers.

C24/033 Bleed/Trauma Kits

RESOLVED that the Town Clerk is delegated to spend up to £1,000 to buy as many bleed kits as possible to be co-located, where possible, with existing defibrillators.

C24/034 Policies

1. **Staffing Handbook**

RESOLVED To adopt the renewed Staffing Handbook and associated Policies with two minor changes.

2. **Complaints Procedure**

RESOLVED to review and simplify the policy and return it to the Town Council for adoption.

3. **Equality and Diversity Policy**

RESOLVED to adopt the Equality and Diversity Policy.

4. **Allotments Policy (Top Field and Hayman's Close).**

RESOLVED to adopt the Allotment Policy (Top Field and Hayman's Close).

5. **Policy List.** The Policy List was NOTED.

6. **Delegation**

RESOLVED to delegate to the Town Clerk:

- 6.1. The numbering of Policy documents.
- 6.2. Amendments to Policy documents to reflect delegations resolved by Full Council.
- 6.3. Non-material amendments to Policy documents to reflect changes in the staffing and Committee structure.

C24/035 Governance

RESOLVED that Councillor C Matthews is nominated to act as a Trustee of Cullompton United Charities.

C24/036 Additional Maintenance Vehicle. To consider the lease of an additional maintenance vehicle for the outdoor team.

RESOLVED that this matter is deferred for further information with leasing as a preferred option. Investigate the possibility of a road legal small agricultural vehicle, buggy or large quad as an alternative to an EV. In the meantime, a short-term contract hire vehicle should be utilised.

C24/037 Forward Plan. The Forward Plan was agreed.

C24/038 Town Hall

RESOLVED that selling the Town Hall is removed as an option at this time. A working party is to be set up to create recommendations for the Town Hall building and to bring these recommendations back to a future Full Council meeting for resolution.

C24/039 RESOLVED that, in accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED that, as the time was approaching 21:00 that the meeting is extended for a maximum of 15 minutes to allow the transaction of Part II business.

C24/040 Staffing Matter – New staff structure and recruitment

RESOLVED to:

1. APPROVE that the Town Clerk’s appraisal has been completed and performance is at a satisfactory level.
2. APPROVE the new Staffing Structure as highlighted within the report.
3. APPROVE the changes to budget headings as listed within the report £2,000 is taken from the Pension budget with £2,000 added to the Salary budget.
4. APPROVE that the Town Clerk be delegated to appoint a new administration assistant on SCP 5-9 on a full-time basis utilising the same job description, person specification and advert as previously used in 2023.

C24/041 Legal Update

RESOLVED that Solicitors are appointed to act on behalf of Cullompton Town Council in the ongoing legal dispute.

The meeting finished at 21:14

Signed..... (Chairman)

Date.....